



Credit Card Policy

The Board will determine the need for an individual member of RVGS to obtain a credit card. If needed, the Board will authorize specific conditions. A cardholder may use the credit card only, up to the limit on his/her agreement, for official purposes directly related to the needs of the organization. The cardholder may not use RVGS credit card for personal purposes, even if reimbursement is planned.

The card holder will be asked to sign a statement that he/she has read this policy.

The cardholder must submit the original receipt(s) for purchases to the Treasurer for records. A credit card receipt is not sufficient.

The cardholder must notify the bank and organization immediately in the event that the card is lost or stolen.

The Treasurer will reconcile the expense from the detailed receipt and credit card statement and authorize payment and follow up on any inconsistencies.